



South Carolina Department of Health
and Environmental Control

November 7, 2007

MEMORANDUM

TO: Ryan White Part B HIV Care Lead Agencies/Reporting Contacts

FROM: Noreen O'Donnell, Program Manager
Ryan White Part B, HOPWA

SUBJECT: 2008 Reporting Schedule

Due Date	Report Description
1/15/2008	<ul style="list-style-type: none"> ▪ RW/HOPWA Quarterly Expenditures Report (reporting period 10/1/07 – 12/31/07)
2/15/2008	<ul style="list-style-type: none"> ▪ PDR (reporting period 01/01/07 – 12/31/07) ▪ CD4 and Viral Load Report (2007 data)
4/17/2008	<ul style="list-style-type: none"> ▪ RW/HOPWA Quarterly Expenditures Report (reporting period 01/01/08 – 03/31/08) ▪ RW Year End Financial Report (reporting period 04/01/07 – 3/31/08) ▪ RW Year End Programmatic Report (reporting period 4/1/07 – 3/31/08) ▪ WICY Report (reporting period 4/1/07-3/31/08) ▪ Implementation Plan Reporting (reporting period 4/01/07 –3/31/08)
4/30/2008	<ul style="list-style-type: none"> ▪ HOPWA APR (reporting period 04/01/07 – 03/31/08)
7/16/2008	<ul style="list-style-type: none"> ▪ RW/HOPWA Quarterly Expenditures Report (reporting period 04/01/08 – 06/30/08)
10/15/2008	<ul style="list-style-type: none"> ▪ RW/HOPWA Quarterly Expenditures Report (reporting period 07/01/08- 9/30/08) ▪ Mid Year Programmatic Report (reporting period 04/01/08– 09/30/08) ▪ Implementation Plan Reporting (reporting period 04/01/08 – 09/30/08)

Please run your reports as early as possible to avoid last minute requests for technical assistance. **Send the above reports to Leigh Williamson via e-mail (willial2@dhec.sc.gov).** Thanks for your help. Call if you have questions.